Standard: *Action Item Entry Form*	
Issue Date: May 5, 2000	Standard ID: *S-GP-135*
Supersedes: October 8, 1999	Rev/Change 2.0

1. **Purpose:** To record action items to be edited or added to the action item system.

2. **Creating Procedures:**

    P-GP-030　　　　　　Project Status Meetings
    P-GP-035　　　　　　Formal Management Reviews (FMRs)

3. **Contents:**

    a) *Project:* the name of the project the action items are for
    b) *Prepared By:* the name of the person creating the action items
    c) *Date:* the date the action item entry form was created
    d) *Item ID:* the identifier (if known) for the action item
    e) *Type:* what type of action item is it
    f) *Assigned to:* the person who will address the action item
    g) *Date Assigned:* the date the action item was assigned
    h) *Due Date:* the date the action item is to be completed
    i) *Description:* an explanation of the problem addressed by the action item
    j) *Remarks:* any comments that should be made about the action item

4. **Format**

    Following Page

5. **Notes:**

    Alternatively, the Action Items may be imbedded in the meeting minutes.

Action Item Entry Form

Project: _____

Prepared By: _____

Date: _____

Item ID	Type	Status	Assigned to	Date Assigned	Date Due	Date Closed	Description	Remarks

S-GP-135